

CAREER LADDER

Principal Program Budget Analyst III

You are eligible to examine for Principal Program Budget Analyst III after six months of experience performing the duties of a Principal Program Budget Analyst I or II.

Principal Program Budget Analyst II

You are eligible to examine for Principal Program Budget Analyst II after six months of experience performing the duties of a Principal Program Budget Analyst I, or a Staff Finance Budget Analyst.

Principal Program Budget Analyst I

You are eligible to examine for Principal Program Budget Analyst I after six months of experience performing the duties of a Staff Finance Budget Analyst.

Staff Finance Budget Analyst

You are eligible to examine for Staff Finance Budget Analyst after six months of experience performing the duties of an Associate Finance Budget Analyst.

Associate Finance Budget Analyst

You are eligible to examine for Associate Finance Budget Analyst after six months of experience performing the duties of an Assistant Finance Budget Analyst. If you are a state employee, you are eligible for appointment to Associate Finance Budget Analyst if you meet the minimum qualifications as stated in the *Career Opportunity* bulletin.

Assistant Finance Budget Analyst

You are eligible for appointment to Assistant Finance Budget Analyst if you meet or exceed the minimum qualifications as stated in the *Career Opportunity* bulletin.

Junior Staff Analyst

You are eligible for appointment to Junior Staff Analyst if you meet the minimum qualifications as stated in the *Career Opportunity* bulletin.

THE DEPARTMENT OF FINANCE

By statute the Department of Finance serves as the Governor's chief fiscal policy advisor with emphasis on the financial integrity of the State and maintenance of a fiscally sound and responsible Administration.

Department of Finance Objectives

- To prepare, present, and support the annual financial plan for the State of California
- To serve as the chief fiscal policy advisor to the Governor
- To assure responsible and responsive State resource allocation within resources available
- To foster efficient and effective State structure, processes, programs and performance
- To establish integrity in State fiscal data bases and systems
- To support and promote the use of innovative information technologies within State Government



915 L Street ■ Sacramento, CA 95814
(916) 445-3368
www.dof.ca.gov

CAREER OPPORTUNITY



Finance Budget Analyst



JOB DESCRIPTION

Finance Budget Analyst

The Finance Budget Analyst performs analytical and consultative duties of average to complex difficulty which are necessary to carry out the budget management functions of the Department of Finance.

Finance Budget Analysts perform the following tasks:

- Analyze, review, and make independent recommendations on the budgetary and related fiscal affairs of one or more state agencies or departments.
- Budget preparation, revenue forecasts, budget defense and presentation.
- Administration and control of approved expenditure plans.
- Conduct surveys and investigations of operating agencies and consult with and advise agency officials on fiscal organization, fiscal procedures, and related issues.
- Analyze budget requests and perform continuous budgetary control of appropriations.
- Analyze legislation and prepare policy and issue analyses.
- Analyze and justify budget programs, gather and analyze data and make recommendations regarding issues impacted by existing or proposed fiscal policy.

- Provide information and instruction to officers and employees of state agencies concerning budget and financial procedures.
- Prepare reports and correspondence.

For additional information or questions regarding employment as a Finance Budget Analyst, please contact:

Department of Finance
Human Resources Office
915 L Street
Sacramento, CA 95814
(916) 445-3368
TDD: 1-800-735-2929 from TDD phones
1-800-735-2922 from voice phones

The Department of Finance provides equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, gender identity, medical condition, or any other basis protected by federal or state law, or local ordinance.

Department of Finance website: www.dof.ca.gov

EMPLOYEE BENEFITS

Leave

Employees may participate in the Annual Leave Program or elect to earn vacation and sick leave separately.

Length of State Service	Annual Leave hrs./mo.	Length of State Service	Vacation* hrs./mo.
1 mo. – 10 yr.	15	7 mo. – 3 yr.	7
121 mo. – 15 yr.	17	37 mo. – 10 yr.	11
181 mo. – 20 yr.	18	121 mo. – 15 yr.	13
241 mo. – 25 yr.	19	181 mo. – 20 yr.	14
Over – 25 yr.	20	241 mo. – 25 yr.	15
		* Sick leave	8

Holidays

Time-off with pay for all official State holidays. Permanent employees are entitled to one personal holiday per fiscal year.

Health Benefits

Covers employee, spouse, and dependents; numerous plans available; State pays up to 100 percent of premium depending on plan selected.

Life Insurance

\$25,000 employer paid policy.

Retirement Plan

Alternate Retirement Plan (ARP): New employees hired on or after August 11, 2004 are enrolled in the ARP for their first two years of employment. The ARP is a 401 (a) retirement plan. Roughly five percent of the employee's paycheck is deducted on a pre-tax basis and automatically deposited into the account.

Other Benefits

Bereavement Leave, Deferred Compensation Plan, Dental Plan, Group Legal Services Plan, Long-Term Disability Insurance, Parental Leave, Vision Service Plan.

Training

On-the-job training, formal job-related courses, upward mobility training, continuing education training, and individual career counseling are available.

Collective Bargaining

Finance Budget Analyst classes are excluded from collective bargaining.